



USAID | DOMINICAN REPUBLIC

UNITED STATES GOVERNMENT MEMORANDUM

Announcement Number:	USAID No. 311672100104
Position:	Project Management Specialist: Program Specialist (Science, Technology, Innovation and Partnerships)
Open to:	All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)
Agency/Section:	USAID/Program Officer
Opening Date:	October 01, 2015
Closing Date:	October 23, 2015
Working Hours:	Full time: 40 hrs per week
Salary Scale:	FSN-11: from RD\$1,323,628.00 to RD\$2,117,811.00

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Project Management Specialist (Science, Technology, Innovation and Partnerships Specialist –STIP-) position on the Program Office (PO).

Basic Functions

The holder of this position serves primarily as a technical advisor to USAID/Dominican Republic in the development and management of public-private partnerships between USAID and private sector actors in Dominican Republic, as well as an advisor on integrating science, technology, and innovation (STIP) into the development portfolio. The position will be located in the Program Office, but will require close collaboration with staff from all sectors and offices in order to promote integration of STIP throughout the Program Cycle in Mission strategies, projects, practices, and policies. If needed, the incumbent will provide support to other USAID missions in the region (Jamaica and Barbados and the Eastern Caribbean). As a USAID employee, the incumbent is expected to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1) customer focus, 2) results orientation, 3) empowerment and accountability, 4) teamwork and participation, and 5) valuing diversity.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through santodomingoresume@state.gov.

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A Master's Degree in any relevant field (social sciences, business, education, development, international relations, among others) is required.

2. A minimum of seven years of related experience is required; at least 2 years of which is required to have been in the Dominican Republic. This should include a combination of development experience with increasingly responsible project/program design and management experience. Experience with public-private partnership building is essential. Additional experience with private businesses in developing countries is preferred. Experience analyzing, advising or incorporating the use of science, technology or other innovative approaches for solving problems is of particular value, particularly experience with computer networking as a means of sharing development information
3. Candidate must be fluent in both written and oral English and Spanish (Level IV) and have a proven ability to communicate quickly, clearly and concisely, both orally and in writing, including the preparation of technical reports.
4. The applicant must also be able to transmit and interpret host country government and non-governmental sector concerns to senior USAID officials and Mission Management; and to diplomatically and tactfully confront and resolve institutional bureaucratic problems in managing activities. The incumbent must also have a high degree of technical, analytical, and quantitative skills in analysis of development activities and policies.
5. The applicant should also demonstrate networking and interpersonal skills that are required to establish and maintain strong contacts with counterparts with diverse clients, stakeholders, and counterparts inside and outside of USAID.
6. . A thorough understanding of major problems frequently faced by developing country economies and a sound, experience-based understanding of political, economic and development realities of the Dominican Republic and region would be a distinct advantage. Must also have expert knowledge of strategic development and corporate social responsibility.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.

5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application (the three options are required)

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174),
2. A current resume or curriculum vitae, including the Dominican Cédula.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Human Resources Office
santodomingoresume@state.gov
Fax: 809-368-7643

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
October 23, 2015**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.